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RECORDS MANAGEMENT STAFF PAPER NUMBER 7

FILING EQUIPMENT AND SUPPLIES

NOVEMBER 1969

STATINTL


SUPPLY
STANDARDIZATION AND USE
OF
FILING EQUIPMENT AND SUPPLIES

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SUPPLY

STANDARDIZATION AND USE OF FILING EQUIPMENT AND SUPPLIES

Rescissions: (1) [REDACTED] dated 12 October 1953
(2) [REDACTED] dated 13 November 1953
(3) [REDACTED] dated 19 May 1955
(4) [REDACTED] dated 26 July 1955

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1. GENERAL

All Government agencies are required by law to standardize their supply items. Only in exceptional, thoroughly justified cases may requisitions for special, nonstandard items be approved. Standardized specifications for items used Agencywide have greatly reduced purchasing and stock-keeping costs. This handbook lists the Agency's standardized filing equipment and supplies and the procedures for requisitioning and properly using them.

2. FILING EQUIPMENT

a. STANDARDS

Standards have been established for correspondence-type filing equipment as follows:

(1) File Cabinets Without Locks

Correspondence-type filing equipment without locks will be restricted to standard, five-drawer, letter and legal (cap) size cabinets. Requisitions for legal-size cabinets must include a detailed justification if less than 20 percent of the intended contents will be legal-size material. These cabinets are identified in the Supply Catalog for furniture (FSC Group 71) as follows:

FILING CABINET

lettersize; steel; gray or green.

5 drawers high x 1 drawer wide w/o lock.

cap size; steel; gray or green.

5 drawers high x 1 drawer wide w/o lock.

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(2) Safe Cabinets With Combination Locks

Safe-type, correspondence filing equipment is restricted to standard four-drawer letter and legal (cap) size, insulated cabinets with combination locks that meet the Agency's security requirements. Requisitions for legal-size safes must include the justification mentioned above and should specify whether the safe is for headquarters or overseas use. These safe cabinets are identified in the Supply Catalog for furniture (FSC Group 71) as follows:

FILING CABINET

letter size; steel; insulated, 1 hr. fire resistant; gray.
4 drawers high x 1 drawer wide; w/combination lock.

cap size; steel; insulated, 1 hr. fire resistant; gray.
4 drawers high x 1 drawer wide; w/combination lock.

b. REQUISITIONS

All requisitions for standard, correspondence filing equipment shall be made on Form 1490, Requisition or Turn-in for Administrative Supplies and Equipment, except that Form 88, Requisition for Materiel, will be used when external purchase or shipment outside headquarters area is required. Requisitions shall be routed to the Building Supply Office through the Area Records Officer of the requesting office. The Records Officer shall confirm that the requesting office is making maximum use of existing filing equipment and has:

- (1) Transferred to the Records Center or destroyed inactive records in accordance with approved records control schedules.
- (2) Removed office supplies, unclassified publications, and other nonsensitive material from safe cabinets.
- (3) Used letter-size file cabinets whenever less than 20 percent of the correspondence filed is legal-size material.
- (4) Centralized files in secure areas, where feasible, to permit use of cabinets without locks, or open shelf files instead of safes.
- (5) Returned excess filing equipment to the Building Supply Office for disposition, and informed the component Records Officer of each piece of filing equipment acquired, turned in, or transferred by the office.

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Upon confirming that the above has been accomplished, the Records Officer shall certify the requisition as follows:

"This certifies that the requesting office has complied with the equipment utilization provisions of [REDACTED]

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Requests submitted without the above certification will be returned.

3. FILING SUPPLIES

a. STANDARDS

Standards have been established for correspondence-type filing supplies as follows:

(1) File Guide Cards With Metal Tabs

Pressboard, file guide cards with an angular metal index tab are available singly or in boxes of 100 in letter or legal sizes. The one-third size tab is either in the 1st, 2nd, or 3rd (left, center, or right) position atop the card. Desired tab positions must be specified on requisitions. These guides are identified in the Supply Catalog for office supplies (FSC Group 75) as follows:

CARD, GUIDE, FILE

pressboard; 11-3/4 in. lg. 9-1/2 in. h; angular metal tab; 1/3 cut; gray; without lower projection.*

1st position

2nd position

3rd position

pressboard; 14-7/8 in. lg; 9-1/2 in. h; angular metal tab; 1/3 cut; gray; without lower projection.*

1st position

2nd position

3rd position

* Some guide cards now in stock have a lower projection for use with guide rods. However, latest models of cabinets are not equipped with guide rods and guide cards without the lower projection are therefore standard. Guide cards with the lower projection will be issued until current stocks are depleted.

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(2) Inserts for Metal Index Tabs

Insert strips for the one-third cut metal tab on guide cards are heavy white paper, scored for neat tearing, typewriter-spaced, and available in packages of 100. This item is identified in the Supply Catalog for office supplies (FSC Group 75) as follows:

INSERT, INDEX TAB

sheet form, 10 strips per sheet; 3/8 in. window opening; scored approximately 9/16 in; typewriter spaced; white; unit qty, 100 per package; for 1/3 cut folders

(3) File Folders

The standardized letter or legal-size file folder is of 11-point, kraft paper with a reinforced, square cut, plain tab the full width of the folder. Standard file folders in boxes of 100 are available without fasteners or with fasteners inside at upper right (1st position), upper left (3rd), lower left (4th) or combinations of these positions. These items are identified in the Supply Catalog for office supplies (FSC Group 75) as follows:

FOLDER, FILE

kraft, tan; 11 point; 11-3/4 in. horizontal lg, 9-1/2 in. vertical lg; scored bottom; square cut, reinforced tab.
w/o fastener
w/fastener in 1st position
w/fastener in 1st and 3rd positions
w/fastener in 1st and 4th positions

kraft, tan; 11 point; 14-3/4 in. horizontal lg, 9-1/2 in. vertical lg; scored bottom; square cut, reinforced tab.
w/o fastener
w/fastener in 1st position
w/fastener in 1st and 3rd positions
w/fastener in 1st and 4th positions

(4) Heavy-Duty File Folders

Legal size gray-green, pressboard heavy-duty file folders with straight 1/3 cut metal tabs, a linen "W" type expansion gusset, and slots punched for fasteners, are available singly or in boxes of 100. Requests must specify tab position desired. These folders will be issued only when justified by unusual files and usage. Requisitions for these folders must include the following

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certification signed by the Area Records Officer of the requesting office:

"These heavy-duty file folders are needed because the frequent reference requirements of the file would necessitate replacement of a standard, 11-point, kraft folder during the active life of the file."

These folders are identified in the Supply Catalog for office supplies (FSC Group 75) as follows:

FOLDER, FILE

pressboard; 14-3/4 in. horizontal lg, 9-1/2 in. vertical lg; linen "W"-type gusset, metal tab, 1/3 cut; "APPROVAL OF AREA RECORDS OFFICER REQUIRED."
1st position
2nd position
3rd position

b. REQUISITIONS

Requests for standard filing supplies shall be made on Form 1490, Requisition or Turn-In for Administrative Supplies and Equipment. Submit the requisition to the Building Supply Office. Be sure that each requisition for heavy-duty folders bears the required certification by the Records Officer; otherwise, the request will be returned.

4. SPECIALTY FILING EQUIPMENT

Requests for specialty filing equipment or specialty filing supplies (i.e., items not described in this handbook) shall be made on Form 88, Requisition for Materiel. Requisitions and justifications for specialty items shall be reviewed by the component Records Officer and the Records Management Staff before being processed by the Office of Logistics.

5. SPECIAL PROBLEMS

The Identification and Cataloging Branch of the Supply Division, Office of Logistics, may be called to clarify any special problems concerning stock numbers or item identification.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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H. GATES LLOYD
Acting Deputy Director
(Support)

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